Developing a Model Comprehensive Statewide Needs Assessment With Corresponding Training Materials For State VR Agency Staff and SRC Members:

Frequently Asked Questions About Implementing the Model Comprehensive Statewide Needs Assessment

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1. Why did Rehabilitation Services Administration (RSA) develop a model CSNA?

    RSA developed a model CSNA in order to assist state vocational rehabilitation (VR) agencies improve the quality of their CSNA. State VR agencies have requested technical assistance (TA) from RSA on the design and implementation of their CSNA, and the model CSNA is one means of providing that TA.

2. Are VR agencies required to use RSA's model CSNA?

    No. While RSA strongly encourages state VR agencies to use all or parts of the model CSNA, agencies are not required to use it.

3. Can agencies use parts of the model CSNA and combine those parts with its own CSNA methodology?

    Yes. It is possible for state VR agencies to use parts of the model CSNA in combination with CSNA methodologies that the agency develops. The model CSNA is a tool for state agencies to use in whatever way is most appropriate for them to satisfy their statutory obligations to conduct a CSNA once every three years.

4. Does the model CSNA impose or suggest new requirements from RSA about the conduct of a needs assessment?

    No. The requirements of the CSNA are described in 34 CFR 361.29. The model CSNA does not alter those requirements in any way.

5. Are state VR agencies required to use the information sources referenced in the Model CSNA?

    No. While the model CSNA identifies sources of information that RSA believes will be helpful to state VR agencies, agencies are not required to use these sources.

6. Is the Guide for the model CSNA and the webinar training Power Point available on-line? How will any updates be disseminated?

    The Guide describing how to implement the model CSNA is currently available at http://www.infouse.com/CSNAguide.

The webinar is archived at the National Clearinghouse of Rehabilitation Training Materials at the following website: http://ncrtm.org/mod/resource/view.php?id=1827

RSA will notify agencies of any updates to the Guide.

7. How can a state VR agency receive TA on using the model CSNA?

    State VR agencies seeking TA on using the model CSNA should request it from the TACE center serving their state.

8. What is the estimate of the time and resources will that needed to implement the model CSNA?

    The time and resources that an agency will devote to implementing the model CSNA will vary by agency. Step 2 of the Guide provides guidance on estimating time and costs associated with implementing the model CSNA. The Guide identifies some of the cost categories for focus groups and other activities.

9. Are the planning tables in Step 2 to be used for determining and assigning resources?

    The exhibits in Step 2 provide general guidance regarding resources associated with implementing the model CSNA. Agency estimates will be based on the methods that are selected for the planned activities.

10. Is specialized software needed for the qualitative analysis in the model CSNA?

    No. However, some research analysts may prefer to use qualitative analysis software to group, tag, and analyze the qualitative results.

11. The American Community Survey (ACS) measure of those with a disability looking for work in the state may not include students in transition. How can we account for that?

    Because some students with disabilities will be in school at the age range captured in the ACS for measures of employment, such as "looking for work," it is recommended to use special education data to estimate that part of the population. Whenever possible, it is useful to have more than one source to validate estimates. Multiple data sources decrease the risk that a single data source under or over represents a subpopulation.